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**Organizational matters**

# Annual work plan 2002 for UNDP/UNFPA Executive Board

## I. Overview

1. The draft annual work plan 2002 was prepared by the Executive Board secretariat in consultation with the Bureau of the Executive Board. As agreed by the Board at its second regular session 2001, there will be two regular sessions and one annual session in 2002.

2. A joint session of the Executive Board of UNDP and UNFPA and the Executive Board of the United Nations Children's Fund (UNICEF), with the participation of the World Food Programme, will be held during the first regular session 2002. The Bureau agreed to the theme: "UNDG priorities for 2002 and beyond in response to the resolution on TCPR."

## II. UNDP

### A. Policy and management

3. The Administrator will provide updates on the implementation of the Business Plans, 2000-2003, at every session of the Executive Board. He will focus particularly on country office re-profiling, the simplification of programming instruments, management- and performance-assessment instruments, investments in staff learning, substantive policy support and staff needs relating to security and HIV/AIDS. He will also pursue the follow-up of the Ministerial meeting with a view to rebuilding political support at national, regional and international levels.

4. The Executive Board will review the reports of the Administrator on evaluation (DP/2001/26) focusing on strategic areas in which evaluation activities have contributed to increasing the effectiveness of UNDP; on the evaluation of non-core

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resources (DP/2001/CRP.12), including government cost-sharing, and the impact on national capacities; and direct execution (DP/2001/CRP.13) which provides an assessment of the experience with direct execution to date. The report complements the evaluation of non-core resources.

5. As agreed by the Executive Board at its second regular session 2001, the Board will consider the overall relationship between UNDP and the United Nations Office for Project Services (UNOPS) at the first regular session.

6. At its first regular session, the Executive Board will review the report of the Administrator on the UNDP contribution to reversing the HIV/AIDS epidemic in the context of the United Nations system strategic plan for HIV/AIDS for 2001-2005.

**B. Programme matters**

7. Pursuant to decision 2001/11 on the UNDP/UNFPA programming process, a first group of draft country outlines will be submitted to the Executive Board for review at its annual session. A number of country cooperation frameworks prepared under the former format will also be submitted to the Board for adoption at its first and second regular sessions.

8. The annual country reviews have been discontinued because the annual review of the strategic results framework (SRF) and the results-oriented annual report (ROAR), the common country assessment (CCA)/United Nations Development Assistance Framework (UNDAF) processes and the monitoring of the development goals set out in the Millennium Declaration have made the country reviews redundant.

9. Based on the experience and comments received from the Executive Board at its annual session 2001, UNDP will present a simplified and more user-friendly ROAR 2001 at the annual session 2002. The report will highlight the following outcomes:

(a) Goal III: Environmentally sustainable development to reduce human poverty.
Sub-goal 1: Sustainable environmental management and energy development to improve the livelihoods and security of the poor.

(b) Goal IV: Advancement in the status of women and gender equality.
Sub-goal 2: Advancement of women through the implementation of global commitments.

(c) Goal VI: UNDP support to the United Nations.
Sub-goal 2: Increasingly collaborative, efficient and effective operational activities for development.

10. Under the joint segment at the first regular session, UNDP and UNFPA will present their reports to the Economic and Social Council on the activities undertaken in 2001.

11. The second regional cooperation frameworks for Africa, the Arab States, Europe and the Commonwealth of Independent States and Latin America will be presented to the Executive Board at its first and second regular sessions. The second regional

cooperation framework for Asia and the Pacific was approved at the second regular session 2001.

12. The report on UNDP activities funded by the Global Environment Facility and the Montreal Protocol will be submitted to the Executive Board at its first regular session and the biennial report of the United Nations Volunteers will be submitted at its annual session.

### C. Financial resources

13. The Executive Board will review the status of regular funding commitments to UNDP and its associated funds and programmes at the annual session 2002 in accordance with decision 98/23.

14. A paper on the next programming financial framework (2004 and beyond) on possible improvements in the present target for resource assignment from the core (TRAC) resource distribution model, including a review of thresholds, will be presented at the annual session (in accordance with decision 99/2).

## III. UNFPA

15. A key activity during 2002 will be to implement the transition process that began in 2001 to strengthen UNFPA operations at the country level and to position the Fund to assist programme countries better in achieving the goals of the Millennium Declaration and of the programme of action of the International Conference on Population and Development (ICPD). The aim of the process is to renew and strengthen UNFPA by identifying and institutionalizing within the Fund the necessary capacities, systems and structures to achieve those goals in the area of population and development. A significant step in the process was the conduct of a field needs assessment study in June/July 2001. The transition process is expected to conclude by the end of 2002.

16. Another key activity will be to mainstream the results-based management (RBM) approach throughout UNFPA. The Fund will continue to strengthen the RBM approach in the programming process and to build the capacity of UNFPA staff and national partners to manage for results. The Fund will ensure that the results approach guides the design of new country programmes and the implementation, monitoring and evaluation of approved UNFPA-supported programmes.

### A. Policy and management

17. The Executive Director will report on the status of the implementation of the transition process in her statements to the Executive Board at each session.

18. In her annual report for 2001, the Executive Director will provide the Executive Board with highlights of the UNFPA programme for the year as well as a statistical overview. This report for 2001 will focus on the efforts of the Fund in the area of capacity building.

19. In response to decision 99/19, the Executive Director will submit to the Executive Board at its first regular session a report on the Technical Advisory Programme. The report presents possible future options, including a preferred option, for UNFPA technical support for the fourth cycle of the Programme, 2002-2005.

20. In response to decision 2000/8, the Executive Director will submit to the Executive Board at its annual session proposed adjustments to the financial regulations and operational procedures of the Fund designed to facilitate its full participation in sector-wide approaches.

21. At the annual session, the Executive Director will submit the first UNFPA country programmes developed under the harmonized programming process set forth in decision 2001/11.

**B. Organizational results**

22. The Executive Director will report periodically to the Executive Board during the year on the status of implementation of the RBM approach in UNFPA.

23. UNFPA will report on the 2000-2003 multi-year funding framework (MYFF) as part of the annual report of the Executive Director that will be submitted to the Executive Board at its annual session in June 2002.

24. The year 2001 is the second year of implementation of the MYFF through a RBM approach. In light of the stage of implementation, UNFPA will report on results to the extent that data are available and will present a more in-depth analysis of the MYFF capacity-building strategy.

25. Based on a situation analysis of all countries receiving UNFPA assistance, the Fund will endeavour to make recommendations for refining the MYFF results framework and its components. UNFPA will also provide an update of the implementation of the resources framework, including an update of the resource situation and the utilization of resources for 2001.

**C. Financial resources and budget**

26. The meeting on funding commitments to UNFPA will be held at the annual session in conjunction with the presentation of the report on the MYFF, in accordance with decision 98/24.

27. As requested in decision 2001/16, the Executive Director will submit to the Executive Board at its second regular session proposed revisions to the biennial support budget for 2002-2003 that arise from further review of organizational requirements, including the field needs assessment study.

28. As requested in decision 2001/16, the Executive Director will submit to the Executive Board at its second regular session a comprehensive human resource development strategy for adoption by the Board.

**Annex**

## Annual work plan 2002 of the Executive Board of UNDP and UNFPA

**First regular session: 28 January to 8 February 2002**

1. Organizational matters

   - Election of the Bureau of the Board for 2002
   - Adoption of the agenda and work plan for the session
   - Adoption of the report of second regular session 2001
   - Adoption of the annual work plan 2002 of the Executive Board (decision 96/25)

**UNDP segment**

2. UNDP Business Plans, 2000-2003

   - Update, including follow-up to the ministerial meeting

3. Country cooperation frameworks and related matters

   - Options for programming instruments at the country level as follow-up to DP/2001/CRP.11
   - Country cooperation frameworks and reviews
   - Regional cooperation frameworks for Africa, the Arab States and Latin America and the Caribbean

4. UNDP strategic plan for HIV/AIDS for 2002-2005

5. Report on UNDP activities financed by the Global Environment Facility and Montreal Protocol

**Joint UNDP and UNFPA segment**

6. UNDP, UNFPA and UNOPS reports on the implementation of recommendations of the Board of Auditors, 1998-1999

7. Report of UNDP and UNFPA to the Economic and Social Council

**UNFPA segment**

8. Technical Advisory Programme

   - Report on further options for the Technical Advisory Programme (December 99/19)

9. Country programmes and related matters

10. Other matters

***Joint Session of the Executive Boards of UNDP/UNFPA and of UNICEF with the participation of the Executive Board of WFP***
***Theme: UNDG priorities for 2002 and beyond: a response to the triennial policy review of operational activities for development of the United Nations system.***

**Annual session: 17 to 28 June 2002**

1. Organizational matters

**UNFPA segment**

2. Report of the Executive Director for 2001, including: (a) statistical overview; (b) humanitarian assistance; and (c) reproductive health commodity security

3. Funding commitments to UNFPA

   - Report on funding commitments to UNFPA

4. Sector-wide approaches

   - Financial regulations concerning sector-wide approaches (December 2000/8)

5. Evaluation

   - Periodic report on evaluation

6. Country programmes and related matters

**Joint UNDP and UNFPA segment**

7. Internal audit and oversight

   - Reports of UNDP, UNFPA and UNOPS on internal audit and oversight

8. Reports on field visits

9. UNAIDS progress reports on UNDP and UNFPA contributions to the United Nations strategic plan for HIV/AIDS

**UNDP segment**

10. Annual report of the Administrator 2001, including the results-oriented annual report, summary of the Joint Inspection Unit reports and statistical annexes

11. Review of funding commitments to UNDP
*(Note: Actual pledges will have to be transmitted to UNDP in writing by end of March 2002 in order to be reflected in the document submitted under this item)*

12. Country programming and related matters

- Issues and principles for possible improvements in the present target of resource assignment from the core (TRAC) resource distribution model, follow-up to DP/2001/CRP.10

13. Biennial report on UNV activities

14. UNOPS: Annual report of the Executive Director

15. Other matters

**Special event – Theme to be decided**

**Second regular session: 23 to 27 September 2002**

1. Organizational matters, including list of items for 2003

**UNDP segment**

2. Financial, budgetary and administrative matters

- Annual review of the financial situation
- Update on biennial budget estimates for 2002-2003

3. Evaluation

- Annual report of the Administrator on evaluation

4. Country programming and related matters

5. UNOPS: Financial, budgetary and administrative matters

- Annual review of the financial situation
- Budget estimates for 2002-2003
- Report of ACABQ on budget estimates for 2002-2003

**UNFPA segment**

6. Financial, budgetary and administrative matters

- Revised biennial support budget for 2002-2003
- Report of ACABQ on revised biennial support budget 2002-2003
- Annual financial review, 2001

7. Country programmes and related matters

8. Other matters